Los Angeles County Affordable Housing Solutions Agency
Renter Protection and Homeless Prevention (RPHP) Contractor– 2.A-1. Overall Grant Management Overview
Monitoring Checklist

MONITORING INFORMATION			
Contractor:	Enter Contractor Name		
Staff Consulted:	Enter Contractor Staff Name(s)		
Reviewer(s):	Enter MDG-LDM Staff Name	**Date:**	Select Date

NOTE: All questions that address the Los Angeles County Affordable Housing Agency (LACAHSA) requirements contain the citation for the source of the requirement [Senate Bill 679, Measure A Ordinance, LACAHSA Transitional Guidelines, Government Codes, or Funding Agreement (Agreement)]. If the requirement is not met, the reviewer must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements but are included to assist the reviewer in understanding the Contractor's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in the inclusion of a "concern" in the monitoring review letter.

The provisions outlined above are subject to change and may be modified as necessary in response to monitoring findings, updates to applicable laws or policies, and operational considerations.

This form contains fillable form fields, screen tips (tips available by holding the "Ctrl" button and clicking on "✐" symbol) and was intentionally designed to ensure responses only include pertinent information.

Program Management

OVERALL PROGRAM MANAGEMENT (Q 1-6)

1.	Describe the Contractor's Renter Protection and Homeless Prevention (RPHP) program services and how program funds are used. Are services the same as those described in the Funding Agreement (Agreement)? [Agreement Exhibit A-1, Transitional Program Guidelines]	
	Program Services Alignment with Agreement: Do the Contractor's program services align with the services and activities described in the Agreement?	Select Conclusion
	Allowable Use of Funds: Are RPHP program funds used only for activities and services authorized in the Agreement?	Select Conclusion
	Consistency Between Program Design and Implementation: Is there documentation demonstrating that program implementation is consistent with the design and requirements outlined in the Agreement?	Select Conclusion
	Documentation of Services Provided: Does the Contractor maintain sufficient documentation to support that services were delivered as outlined in the Agreement?	Select Conclusion
	Target Population and Service Delivery: Are services being delivered to the target population as defined in the Agreement?	Select Conclusion
	Agreements with contractors, consultants, subrecipients, or other parties: Are eligible services being delivered by contractors,	Select Conclusion

	consultants, subrecipients, or other parties? [Defined further as Subcontractors or Subrecipients]	
Describe basis for conclusion		
	Contractor Policies and Procedures / Agreement	

2.	Do Contractor written policies and procedures describe its management of the RPHP program and use of RPHP funds? [Transitional Program Guidelines (TPG) P. 64]	
	Existence of Policies and Procedures: Does the Contractor maintain written policies and procedures governing the management of the RPHP program and use of RPHP funds?	Select Conclusion
	Scope & Coverage: Do the policies address key aspects of RPHP program management, such as: • Service delivery • Eligibility determination • Use of funds • Reporting requirements • Oversight and monitor	Select Conclusion
	Coverage of Program Management: Do the policies and procedures address key aspects of program administration (e.g., service delivery, eligibility, reporting)?	Select Conclusion
	Coverage of Financial Management: Do the policies and procedures address financial management of RPHP funds, including allowable uses, tracking, and documentation requirements?	Select Conclusion
	Alignment with Transitional Program Guidelines Requirements: Do the policies and procedures address financial management of RPHP funds, including allowable uses, tracking, and documentation requirements?	Select Conclusion
	Alignment with Transitional Program Guidelines Requirements: Do the policies and procedures align with Transitional Program Guidelines requirements and the Agreement?	Select Conclusion
	Implementation and Use: Is there evidence that policies and procedures are implemented and followed in practice?	Select Conclusion
Describe basis for conclusion		

	Contractor Policies and Procedures / Agreement

3.	How are responsibilities for implementing and managing the RPHP program assigned and delegated and who oversees the day-to-day administration of the program? (Include name and title and organizational chart.) [TPG P. 64]	
	Defined Roles and Responsibilities: Are roles and responsibilities for implementing and managing the RPHP program formally documented?	Select Conclusion
	Delegation of Authority: Is there documentation demonstrating how responsibilities are assigned and delegated for the RPHP program?	Select Conclusion
	Oversight of Day-to-Day Administration: Is there a clearly identified individual responsible for overseeing the day-to-day administration of the RPHP program?	Select Conclusion
	Organizational Structure: Does the Contractor maintain an up-to-date organizational chart that reflects program roles and reporting lines?	Select Conclusion
	Alignment with TPG Requirements: Do documented roles, responsibilities, and oversight structures align with TPG requirements?	Select Conclusion
Describe basis for conclusion		
	Contractor Policies and Procedures / Organizational Chart	

4.	Do the Contractor's Policies and Procedures require that copies of the required program and financial records be retained for a minimum of five years after the terms of the Agreement has been met? [TPG P. 67, Agreement]	
	Existence of Record Retention Policy: Do the written policies and procedures include requirements for retention of programmatic and financial records?	Select Conclusion
	Scope of Records: Do the policies and procedures clearly apply to both programmatic and financial records related to RPHP-funded activities?	Select Conclusion
	Retention Period Requirement: Do the policies specify that records must be retained for a minimum of five years after all terms of the Agreement is fulfilled, unless a longer period of records retention is stipulated?	Select Conclusion
	Applicability to Agreements: If applicable, do the policies apply to records associated with Agreements with Subrecipient or Subcontractor Agreements?	Select Conclusion

	Alignment with TPG Requirements: Do the record retention policies and procedures align with Transitional Program Guidelines requirements?	Select Conclusion
Describe basis for conclusion		
	Contractor Policies and Procedures / Agreement	

5.	Does the Contractor maintain records, policies, and procedures documenting compliance with the following LACAHSA Transitional Guideline requirements and the Agreement? [TPG P. 67-69, Agreement]	
	Do the Contractors policies and procedures include provisions to prevent fraud, waste, and abuse, including staff training, internal controls, and whistleblower protections?	Select Conclusion
	Confidentiality: Do the Contractor's policies include confidentiality provisions for any documents, data or materials deemed confidential by LACAHSA or the Contractor and are measures in place to safeguard such confidential materials from unauthorized disclosure?	Select Conclusion
	Release of Information: Does the Contractor's policies include provisions for the release any information or other materials created by or provided to Contractor in connection with the Agreement to any person or entity not connected with the performance of the Services or the Program without the prior written consent of LACAHSA?	Select Conclusion
	Does the Contractor maintain nondiscrimination policies that prohibit exclusion or discrimination based on protected classes identified in the Transitional Guidelines?	Select Conclusion
Describe basis for conclusion		
	Contractor Policies and Procedures / Program Records / Agreement	

6.	Does the Contractor have in place or developing documentation to ensure that all contracts/employee agreements funding social services positions, including but not limited to eviction prevention workers, comply with Section 27 of Measure A and the Agreement prior to July 1, 2026, including the following: [To the extent applicable, the requirements under this section

	shall be fully implemented and enforced by July 1, 2026, to allow for necessary administrative budgetary, and contractual adjustments while ensuring compliance with Measure A]	
	Payment Rates: Do contracts/employee agreements establish payment rates sufficient to enable employees and service contractors to pay wages aligned with public and private market conditions?	Select Conclusion
	Annual Adjustments: Do contracts/employee agreements allow for annual adjustments, including cost-of-living adjustments (COLA), administrative allowances, and operational cost changes due to inflation or other factors?	Select Conclusion
	Non-Displacement of Public Employees: Do policies include provisions ensuring that funded positions do not result in the displacement of public employees?	Select Conclusion
Describe basis for conclusion		
	Agreement / Measure A Ordinance	

REPORTING (Q 7)

7.	Did the Contractor collect and report program and financial data in sufficient detail to LACAHSA on a timely basis on its use of program funds in quarterly and annual program and financial reports, as well as any additional reports required by LACAHSA? [TPG P. 64, Agreement]	
	Reporting Requirements Established: Has the Contractor established procedures for collecting and reporting programmatic and financial data in sufficient detail?	Select Conclusion
	Timeliness of Reporting: Does the Contractors submit required quarterly and annual reports within established timeframes?	Select Conclusion
	Completeness and Accuracy of Reports: Are submitted reports complete and include both programmatic and financial data as required?	Select Conclusion
	Additional Reporting Requirements: Does the Contractor require and receive additional reports when necessary to support oversight and compliance?	Select Conclusion
	Monitoring and Follow-Up: Does the Contractor monitor reporting compliance and follow up on late, incomplete, or inaccurate reports?	Select Conclusion
	Alignment with Performance Metrics: Do the reports include sufficient data to track and report on performance metrics required by the LACAHSA Transitional Program Guidelines and the Agreement?	Select Conclusion

Describe basis for conclusion	
	Contractor Policies and Procedures / Quarterly and Annual Program and Financial Reports

MONITORING (Q 8-10)

8.	Does the Contractor maintain written policies and procedures for monitoring programs and financial systems internally, in addition to Subcontractors or Subrecipients in compliance with the terms and conditions of the Agreement, Measure A, and Transition Program Guidelines [TPG P. 65, Agreement]	
	Existence of Monitoring Policies and Procedures: Does the Contractor maintain written policies and procedures for monitoring programmatic and financial activities?	Select Conclusion
	Scope of Monitoring (Internal and External): Do the policies and procedures address monitoring of internal operations, Contractors, and Subrecipients?	Select Conclusion
	Monitoring for Authorized Use of Funds: Do the monitoring procedures include steps to ensure that funds are used only for authorized purposes?	Select Conclusion
	Compliance with Key Requirements: Do monitoring policies and procedures ensure compliance with the Agreement and Transitional Program Guidelines?	Select Conclusion
	Implementation of Monitoring Activities: Is there evidence that monitoring activities are conducted in accordance with established policies and procedures?	Select Conclusion
	Follow-Up and Corrective Actions: Do monitoring procedures include follow-up on identified issues and implementation of corrective actions?	Select Conclusion
	Alignment with TPG Requirements: Do the Contractor's monitoring policies and practices align with LACAHSA Transitional Program Guidelines requirements?	Select Conclusion

Describe basis for conclusion	
	Monitoring Policies and Procedures

9.	If applicable, did the Contractor monitor the activities of Subrecipients or Subcontractors to ensure subawards were used for authorized purposes, complied with applicable requirements, and achieved performance goals, in accordance with the LACAHSA Transition Guidelines, Contractor Agreement, and Measure A? [TPG p. 64, Agreement]	
	Monitoring Activities Conducted: Did the Contractor conduct monitoring of Subrecipients and Contractors?	Select Conclusion
	Use of Funds (Allowable Activities): Did monitoring activities assess whether subaward funds were used for authorized purposes?	Select Conclusion
	Compliance with Program Requirements-Did monitoring confirm compliance with: a. Subrecipient/Subcontractor Agreement terms b. LACAHSA Transition Guidelines c. Annual Expenditure Plan d. Measure A	Select Conclusion
	Performance Goals: Did monitoring assess whether Subrecipients or Subcontractors met or are progressing toward performance goals?	Select Conclusion
	Issue Resolution & Follow-Up: Were identified findings or issues tracked and resolved?	Select Conclusion
Describe basis for conclusion		
	Policies and Procedures / Subrecipient or Subcontractor Agreement / Monitoring Reports	

10.	If applicable, based on a review of recent Subrecipient or Subcontractor program and financial monitoring reviews, financial audits, or Single Audit, were there any currently unresolved program findings or improper payments or other instances requiring attention going forward? Did the Contractor take prompt action and appropriate corrective action to resolve the finding(s)? [TPG P. 64]	
	Review of Monitoring and Audit Reports: Did the Contractor review recent Subrecipient or Subcontractor program monitoring reports, financial reviews, and financial audits?	Select Conclusion
	Identification of Findings and Issues: Do records identify any findings or issues resulting from program monitoring, financial reviews, or audits?	Select Conclusion
	Status of Findings: Do records indicate whether identified findings or issues have been resolved or remain open?	Select Conclusion
	Unresolved Findings Requiring Attention: Are there any unresolved findings or issues that require follow-up or corrective action?	Select Conclusion

	Corrective Action Plans: Have corrective action plans been developed for identified findings, and are they being implemented?	Select Conclusion
	Contractor Follow-Up and Oversight: Is the Contractor actively monitoring and following up on unresolved findings to ensure timely resolution?	Select Conclusion
	Alignment with Transitional Program Guideline Requirements: Do the Contractor's practices for tracking and resolving findings align with Transitional Program Guidelines requirements?	Select Conclusion
Describe basis for conclusion		
	Monitoring Report / Most recent audited Financial Statement, Single Audit, or financial review, as applicable / Corrective Action Plans	